



June 2008

California Environmental Protection Agency

**California Integrated Waste Management Board
(CIWMB)**

Reuse Assistance Grant Program Application Guidelines & Instructions

12th Cycle, Fiscal Year 2008/09



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GRANT PROGRAM OVERVIEW AND GUIDELINES

HISTORY

Assembly Bill 939 (Sher, Chapter 1095, Statutes 1989) established a hierarchy for solid waste management with source reduction including reuse as the most preferred option. At the October 26, 1999, California Integrated Waste Management Board (CIWMB- Board) meeting, a funding allocation was approved for a major reuse initiative; a component was funded to encourage California local public agencies to promote and apply the reuse of non-hazardous materials. Reuse is defined as using an item over again in its current form without significant processing that alters its material structure.

ELIGIBLE APPLICANTS

The Reuse Assistance Grants (RAGs) are available to California local public agencies. For this offering, a "local public agency" is a city, county, or regional agency that has obligations to develop and implement waste reduction programs pursuant to the requirements of the Public Resources Code § 40900 et seq. Receipt of a previous RAGs award(s) will not affect an Applicant's eligibility; however, qualified RAGs applicants who have not previously received a RAGs will receive five (5) Preference Criteria scoring points.

Each local public agency may submit only one (1) application. If more than one (1) application is submitted by a local public agency, it will be the local public agency's responsibility to decide which application should go forward. If the additional applications are not withdrawn, all applications from that local public agency, including any submitted in partnership with public or private entities, will be disqualified.

PARTNERING

A California local public agency may partner with: 1) other California local public agencies for a regional project, or 2) other entities (e.g., businesses, governmental, nonprofits); however, if awarded the grant the Applicant/Grantee is the responsible party under the Grant Agreement. The Grantee's responsibilities include, but are not limited to: 1) responsibility for supervising and administering the grant; 2) accountability for how the grant funds and matching contributions are expended; and 3) responsibility for requesting and disbursing grant funds. The authorized signatory must be an employee of the local public agency. Partners will not receive funds directly from CIWMB and they are not parties to the Grant Agreement. To qualify as a grant partner, the designated partner must submit a Letter of Partnership that includes authorization to the State to audit all documents related to performance of the grant.

There is no scoring advantage in submitting a partner-application as compared to an individual application. Applications are evaluated solely on their merits as determined by the Scoring Criteria and Evaluation Process. A qualified partner may partner with more than one (1) Applicant; however, if the partner will be responsible for managing more than one (1) grant project, each Application must demonstrate the partner's ability to run multiple grants, and if applicable, how the multiple grants will interact to achieve the project's goals.

PARTNERING WITH OTHER CALIFORNIA LOCAL PUBLIC AGENCIES

Qualified California local public agencies may partner with one or more California local agency(ies) to create a regional application. A local public agency that is a partner in a regional application may not also submit an individual application. Regional applications must designate one (1) local public agency as the lead agency (Applicant/Grantee). A local public agency designated as a partner may manage the grant project; however, the local public agency designated as the lead agency (Applicant/Grantee) is the party responsible under the Grant Agreement and is solely responsible for submitting Progress Reports, Payment Requests, etc. The lead agency (Applicant/Grantee) will also receive all grant payments from CIWMB.

PARTNERING WITH CALIFORNIA GOVERNMENTAL ENTITIES AND/OR PRIVATE ENTITIES

Partnerships with California governmental entities (e.g., schools, state agencies) and partnerships with private entities are allowed. A qualified partner may manage the grant project; however, the lead agency (Applicant/Grantee) is the party responsible under the Grant Agreement and is solely responsible for submitting Progress Reports, Payment Requests, etc. All payments from CIWMB will be made to the Grantee.

ELIGIBLE PROJECTS

The RAGs are designed to enhance local public agencies' responsibilities in the area of material reuse, encourage local public agencies to incorporate reuse activities into their waste reduction efforts, and promote reuse to their communities. Eligible projects must reuse a material(s) in its current form without any significant processing that alters its material structure. Eligible projects are limited to the reuse of non-hazardous materials.

The scoring criteria of this year's offering have been designed to award projects that are groundbreaking and innovative in their approach to reuse. Projects must be tangible, develop long-term systems, infrastructures, and/or facilities that creatively reuse materials otherwise destined for disposal. New applicants are encouraged to apply.

INELIGIBLE PROJECTS

Ineligible projects include, but are not limited to, feasibility studies, Web site development and Web site-related projects, composting, grasscycling, wood milling/grinding, and recycling projects. Projects proposing to provide a service and/or product already provided free of charge by the State may be ineligible. To determine whether or not a proposed project is eligible, you may submit a question in writing (see *Question and Answer Process* section).

GRANT FUNDS

- Funding awarded through the RAGs program is reimbursed after the CIWMB Grant Manager has verified that the claimed expenses are qualified.
- For the purposes of this grant offering, CIWMB anticipates allocating two hundred fifty thousand dollars (\$250,000) from FY 2008/2009 funds to award successful Applicants, subject to the availability of funding.
- Applicants may request a maximum of fifty thousand dollars (\$50,000) for the entire grant term (approximately two (2) years). **Applicants who request more than fifty thousand dollars (\$50,000) will be disqualified.** Grant funds will reimburse expenditures directly related to the approved proposal (see *Eligible Costs* below).
- CIWMB reserves the right with Applicant's approval to reduce the amount of any grant request.
- CIWMB reserves the right to not award this grant.

ELIGIBLE COSTS

Eligible costs may be incurred only during the "Grant Performance Period" which starts when the CIWMB issues a "Notice to Proceed" and ends on March 31, 2011. The Notice to Proceed, which is issued after the Grantee and CIWMB have both executed the Grant Agreement, is the formal notification from CIWMB that authorizes the Grantee to begin the Grant Project and incur costs.

Materials, services, and/or equipment directly enhancing opportunities for increasing reuse may be eligible costs. Costs must be reasonable, cost-effective, and focused on local needs. All costs, whether paid for with grant funds or matching contributions, must be directly related to the approved proposal. Grantees are bound by the State Administration Manual, available through the Department of General Services' Web site at sam.dgs.ca.gov, and the requirements of the Grant Agreement. If you have any questions regarding eligible costs, including but not limited to, Overhead/Indirect Costs, submit your question(s) during the Question and Answer period (see *Question and Answer Process* section).

- **Direct Costs**

As approved by the CIWMB Grant Manager, the Grantee may claim as direct costs all eligible costs incurred during the grant performance period, specifically associated with planning and implementing the grant project (e.g., staff time to work on the project and submit Progress Reports and Payment Requests).

- **Overhead/Indirect Costs**

The Grantee may claim overhead and indirect costs up to five percent (5%) of the direct costs approved for each payment request if the overhead and indirect costs are detailed in the approved Budget. These costs are expenditures not capable of being assigned or not readily itemized to a particular project or activity, but considered necessary for the organization's operations and the grant performance. Examples of overhead and indirect costs include, but are not limited to, costs of operating and maintaining facilities, Grantee's ongoing rent or lease expenses, accounting services, and administrative and supervisory salaries. All overhead and indirect costs must be supported by a cost allocation plan. Overhead/Indirect costs of a partner are ineligible.

- **Travel Costs**

Travel costs within California are eligible costs, as long as they are reasonable, directly related to the project, and pre-approved in writing by the CIWMB's Grant Manager. Travel costs, like all other costs, must be identified in the Budget of the Application. Expenses will be reimbursed according to the guidelines set forth in the Grant Agreement, the State Administrative Manual Sections 0700-0741 and the current Department of Personnel Administration memorandum. For example: mileage rate may not exceed \$0.50.5 per mile.

INELIGIBLE COSTS

Any costs not directly related to the grant project are ineligible for grant funding or as matching contributions. Ineligible costs include, but are not limited to, the following:

- Costs incurred prior to issuance to the Notice to Proceed or after the end of the grant performance period;
- Costs not included in the approved Budget unless pre-authorized in writing by the CIWMB Grant Manager;
- Costs currently covered by another CIWMB loan, grant, or contract;
- Purchasing or renting/leasing buildings or land;
- Vehicle purchase costs;
- Overtime costs (except for governmental staff during specially scheduled evening or weekend events occurring outside the staff's normal work schedule that are pre-approved in writing by the CIWMB Grant Manager, when law or labor contract requires overtime compensation);
- Out-of-state travel;
- Matching and grant expenditures not accounted for with supporting documentation;
- Any food or beverages (e.g., as part of meetings, workshops, training, events);
- Public education costs not directly associated with grant project;
- Profit or mark-up by the Grantee or Partner;
- Cell phones, pagers, and other personal electronic and/or digital assistive devices;
- Website development and website-related expenses;
- Overhead and indirect costs for Grantee above five percent (5%) of the amount approved for payment;
- Overhead and indirect costs for Partner;
- Any costs not consistent with local, state, and federal guidelines, regulations, and laws; and,
- Any other costs not deemed reasonable or related to the purpose of the grant by the CIWMB Grant Manager.

Detailed cost information is included in Exhibit B – Procedures & Requirements of the Grant Agreement. See <http://www.ciwmb.ca.gov/REuse/Grants/LGAssist/FY200809/default.htm> to download the Procedures & Requirements.

MATCHING CONTRIBUTION REQUIREMENT

Applicants must provide matching funds and/or the value of staffing or consulting time dedicated to the grant in an amount equal to or greater than fifty percent (50%) of the requested grant amount. (For example, if the Applicant requests \$50,000 in grant funds the Applicant is required to provide \$25,000 in matching contributions). The matching contributions must be clearly identified in the approved Budget and are subject to the same restrictions and limitations as grant funds.

- **Eligible Matching Contributions**

All matching contributions must be secured and committed by September 23, 2008. Matching contributions may be used only for eligible expenses, directly related to the project. Matching contributions must be clearly identified in the approved Budget and are subject to the same restrictions and limitations as grant funds. Money already budgeted for the Applicant or Partner may be considered eligible matching contributions provided the work/expenditures are incurred during the grant term and are eligible expenses. Matching contributions may come from Applicant, a grant partner, public donations, fundraisers, local public agencies' budgets, nonprofits, commercial businesses, etc. Other than CIWMB grants, grants may be used as matching contributions. The value of staff time of local public agencies, nonprofits, commercial businesses, or volunteers may be used as matching contributions provided the time is dedicated solely to the grant project. Documentation evidencing staff salaries and staff time (e.g., timesheet) is required. The value of volunteers' labor must be comparable to the salaries of staff in similar positions; supporting documentation is required.

- **Ineligible Matching Contributions**

Ineligible Matching Contributions include, but are not limited to,

- Other CIWMB grants, loans, or contracts;
- "In-kind" contributions, with the exception of staff time.

QUESTION AND ANSWER PROCESS

Questions regarding the Application and its requirements must be received in writing by July 29, 2008; they may be e-mailed to RAGs@ciwmb.ca.gov or mailed to:

California Integrated Waste Management Board
ATTN: Reuse Assistance Grant Program
Financial Assistance Division, 9th Floor
P.O. Box 4025
Sacramento, CA 95812-4025

Questions received by any other method or after July 29, 2008 will not be accepted. Periodically during the Question and Answer (Q&A) period, Q&As will be posted on the website at: <http://www.ciwmb.ca.gov/REuse/Grants/LGAssist/FY200809/QandA.htm>. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Q&As will be posted on or about August 14, 2008 and are subject to updates. It is important and the Applicant's responsibility to check this website for the latest information regarding this grant.

GRANT APPLICATION DEADLINE & SUBMITTAL REQUIREMENTS

Mailed Applications must be postmarked no later than **August 26, 2008**. Hand delivered Applications must be received and date stamped by CIWMB Staff no later than 3:00 p.m. on **August 26, 2008**. Late Applications will be disqualified. Applications e-mailed or faxed will not be accepted.

Applications must conform to the following requirements:

1. Applicants must submit one (1) original and three (3) copies of the Application package (each of the three (3) copies must follow the same requirements as the original application);
2. The Application must be:
 - typed with a minimum 10-point font, and double-sided with one-inch margins;

- single-spaced on 8 1/2" x 11" paper with pages numbered consecutively;
- stapled in the upper left-hand corner and not submitted in a binder or folder;
- three-hole punched and submitted on paper with one hundred percent (100%) post-consumer recycled-content fiber that bears a recycled logo/statement confirming the use of recycled paper. Specific pages with full-color photographs/other ink-intensive graphics may be printed on photographic paper;
- prefaced with a Table of Contents identifying each section and its page number.

3. The Application must contain and address the following information in the prescribed order:

- Application Cover Sheet Form;
- Application General Criteria:
 - Need for project;
 - Goals and Objectives of project;
 - Work Plan;
 - Evaluation of outcome of project;
 - Budget (with attached quotes and estimates);
 - Application Completeness, Letters of Support, Experience, etc;
 - Recycled-Content Purchasing Policy (RCPP) or Environmentally Preferable Purchases and Practices (EPPP) Policy Evaluation Form (form in Application);
 - Applicant's documented RCPP or EPPP Policy. Note: If Applicant does not have an RCPP or EPPP Policy by Application due date, the Policy may be adopted after the Application due date; however, to receive points for having the policy the Applicant must certify in the Application that a RCPP or EPPP Policy will be adopted by September 23, 2008 and when adopted the Applicant must submit to the CIWMB the Adoption Notification, which must be received no later than September 23, 2008 (See RCPP or EPPP Policy);
- Application Preference Criteria:
 - Priority Waste/Innovative Program;
 - Vocational Training;
 - New Applicant (if applicable);
- Resolution: This may be submitted after August 26, 2008; however, it must be received no later than September 23, 2008. Applications will be disqualified if their Resolutions are not received by September 23, 2008;
- General Checklist of Business Permits, Licenses and Filings Form;
- Partner Letter of Commitment, if applicable.

Applications may be sent by mail or commercial carrier or hand delivered to the appropriate address below:

U.S. Postal Service:

California Integrated Waste Management Board
ATTN: Reuse Assistance Grant Program
Financial Assistance Division, 9th Floor
P.O. Box 4025
Sacramento, CA 95812-4025

Commercial Carrier or Hand-Delivered:

California Environmental Protection Agency
Building
California Integrated Waste Management Board
ATTN: Reuse Assistance Grant Program
Financial Assistance Division, 9th Floor
1001 "I" Street
Sacramento, CA 95814

Applications sent by U.S. Postal Service or a commercial delivery service should be sent in a manner that allows for tracking by the sender and that provides an addressed and dated receipt. Failure to do so is at the risk of the Applicant and if delivery is delayed or the Application is lost by the Post Office or delivery service, the burden is on the Applicant to demonstrate timely mailing or delivery of the Application.

GRANT APPLICATION REVIEW PROCESS

After the close of the application period, CIWMB staff will review the Applications for completeness and eligibility. Only complete Applications can be considered for award. Make sure all the required documents are included, signed and the appropriate boxes are checked.

GRANT APPLICATION SCORING PROCESS

Grant Applications will be evaluated and scored based on the Scoring Criteria, for details see *Scoring Criteria*.

GRANT AWARD PROCESS

For qualifying Applications, CIWMB staff will develop funding recommendations for the CIWMB governing body's (Board) consideration and approval during its monthly Committee/Board meetings tentatively scheduled for December 2008. CIWMB reserves the right, with Applicant's approval, to partially fund individual phases of selected proposals. CIWMB reserves the right to not award any Grant funds under this cycle.

GRANT AWARD CONDITIONS

The Board awards this Grant subject to two conditions: 1) the recommended Grantee's Signature Authority, or where delegation is authorized, his/her Designee, must sign and return the Grant Agreement to CIWMB within 90 days from the date of mailing by CIWMB; and 2) the recommended Grantee must a) pay all outstanding debts due the CIWMB, or b) bring current outstanding payments owed to CIWMB within 90 days from the date the Board conditionally awards the Grant. **Failure to comply with either requirement will render the conditional award null and void.**

TENTATIVE TIMELINE FOR REUSE ASSISTANCE GRANT 12TH CYCLE, FY 2008/09

Date	Activity
July 23, 2008 – July 29, 2008	Question and Answer Period Questions must be submitted by email or mail only
August 14, 2008 (tentative)	All answers will be posted
August 26, 2008	Application Deadline Mailed Applications must be postmarked by this date
August 26, 2008, 3:00 P.M	Hand delivered Applications must be received and stamped by CIWMB by this date and time
September 23, 2008	If Resolution not submitted with the Application <ul style="list-style-type: none"> Approved Resolution must be received by CIWMB by this date If Applicant does not have a RCCP or EPPP Policy at time of application but intends to adopt one <ul style="list-style-type: none"> RCCP or EPPP Policy must be adopted and Notification must be received by CIWMB by this date
December 2008	Grants Awarded <ul style="list-style-type: none"> Board considers funding recommendations, and if approved, awards grants
January 2009	Notice to Proceed (NTP) to be issued by CIWMB Start of Grant Performance Period – upon issuance of NTP Grantee may incur costs.
March 31, 2011	End of Grant Performance Period -- last day to incur eligible expenses
April 29, 2011	Final Report and Final Payment Request due

SCORING CRITERIA

Reuse Assistance Grants Scoring Criteria and Evaluation Process Fiscal Year 2008/2009	
Applications must score at least 55 points within the General Review Criteria (items 1 through 7) to qualify for grant funding and for Preference Criteria consideration. All applications will be ranked according to the total number of points received. Staff's recommendations for funding will be based on the order of ranking.	
Maximum Points	General Review Criteria (55 possible points)
20	1. NEED - Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.). <ul style="list-style-type: none"> Detailed description of the project proposed for funding. Explanation of the need the project will meet and description of what the project will accomplish and how it will be accomplished. Provision of necessary background and convincing reasons why the project should be funded, including: the current efforts of reuse by the applicant's community, current outreach efforts, how this project would increase reuse, and by how much. Description of how the project will significantly enhance or expand an existing program. Description and justification of any targeting of specific sectors based on potential for waste diversion through reuse. Explanation of why funding is needed for the project. Description of what other funding sources are available and which other grants have been applied for and/or received to fund this or related projects. Description and quantification of the consequences, if any, if the project is not funded.
20	2. GOALS AND OBJECTIVES - Describe what you wish to accomplish by completing this grant project. Measureable target(s) that must be met on the way to attaining your goal. <ul style="list-style-type: none"> Explanation of the project's specific goals and objectives, including desired results, and how they relate to the need. Quantification of outreach goals (e.g., how many people will be affected, etc.). Quantification of desired results. Description of how, and to what extent, benefits from the project will continue after the grant funding has ended.
5	3. WORK PLAN - Specific list of all grant eligible procedures or tasks used to complete your project. Completion of the Work Plan template, to include a detailed description of each task required to achieve the objectives, the time frame, and who will perform each task.
5	4. EVALUATION - Measures the outcome of the applicant's project. <ul style="list-style-type: none"> Description of the methods that will be used to evaluate the success of the project and to determine the extent to which the objectives were accomplished. Specification of who will be responsible for conducting the project evaluation and at what interval the results will be reported.
5	5. BUDGET - Cost (dollar figure) associated with activities necessary to complete the project. <ul style="list-style-type: none"> Completion of the Budget template, which includes the grant request and the matching contribution for the project. The matching contribution must be equal to or greater than 50 percent of the grant funds requested. Budget is highly detailed to demonstrate that proposed expenses are reasonable, and breaks down the overall cost for the entire project into very specific cost categories. All costs must add up correctly. Recent quotes and estimates for all costs, with an indication on each quote/estimate to which Budget item it belongs. A cost is associated with each item listed in the Work Plan. Specific details for the equipment, services, and supplies requested. Budget items for miscellaneous, contingency, or managerial costs are clearly described, justified, and kept to a minimum.
5	6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC. <ul style="list-style-type: none"> Inclusion of two (2) current letters of support for the project. Explanation of how applicant and its contractor(s) have sufficient staff resources, technical expertise, and experience to carry out the project. Resumes, endorsements, references, etc. are attached. Application is submitted in the format requested; all requested information and required documents are included, and in the order prescribed.
15	7. EVIDENCE OF RECYCLED-CONTENT PURCHASING POLICY Provide evidence that a recycle-content purchasing policy (or Environmentally Preferable Purchases and Practices Policy with recycled-content purchasing provisions) is in place or evidence to show that the policy will be adopted during the application period requiring the grantee to purchase recycle-content products,

	<p>recyclable or reusable products, or engage in other waste reduction activities where appropriate and feasible.</p> <ul style="list-style-type: none"> • Description of applicant's Recycled-Content Purchasing Policy (or Environmentally Preferable Purchases and Practices Policy with recycled-content purchasing provisions). Lists and documents the types of recycled products their agency has previously purchased, etc. • Evaluation of applicant's Recycled-Content Purchasing practices (or Environmentally Preferable Purchases and Practices Policy with recycled-content purchasing provisions), which includes a description of the aspects that have been successfully implemented and a description of at least one (1) aspect that could be improved. • Discussion of applicant's use of re-refined oil in vehicles or evidence of sustainable practices such as grasscycling, composting, water-efficient landscaping, etc. • Attachment of a formal Recycled-Content Purchasing or Policy Environmentally Preferable Purchases and Practices Policy with recycled-content purchasing provisions that has been adopted or modified within the last five (5) years (to receive full credit for this section). Adoption or modification of policy during the application period is acceptable.
75	Total Possible General Review Criteria Points
	Preference Criteria (25 possible points)
15	1. KEY PRIORITY WASTES/INNOVATIVE PROGRAMS <ul style="list-style-type: none"> • Description of how the project will focus on reusing one (1) or more of the following key priority wastes: Organics (Examples: food waste programs, reuse/exchange of landscape plants/agriculture produce); and Construction and Demolition materials. • Description of how the project is ground-breaking in its approach to reuse and/or reusing a material type in a new and original way. • Description of how the project is innovative in promoting/institutionalizing reuse to such a degree that it transforms how daily business is conducted or structured.
5	2. VOCATIONAL TRAINING Description of how the project will provide vocational/job skill training.
5	3. NEW APPLICANT Applicants who have not been awarded funding through this grant program in the past grant cycles.
25	Total Possible Preference Criteria Points
100	TOTAL POSSIBLE GENERAL REVIEW AND PREFERENCE CRITERIA POINTS

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT PACKAGE

Following the Board's conditional approval of the Grant awards, Grantees will be mailed a Grant Agreement Package. The Grant Agreement contains the following items:

- Grant Agreement Form (CIWMB 110).
- Terms and Conditions: contain CIWMB's standard legal requirements for Grants.
Note: See (<http://www.ciwmb.ca.gov/REuse/Grants/LGAssist/FY200809/default.htm>) to download the Terms & Conditions.
- Procedures and Requirements: contain specific requirements for administering this Grant, including but not limited to, project, reporting, and audit requirements.
Note: See (<http://www.ciwmb.ca.gov/REuse/Grants/LGAssist/FY200809/default.htm>) to download the Procedures & Requirements.
- Application
- Work Plan as approved
- Budget as approved
- Required Forms

CIWMB forms, see (<http://www.ciwmb.ca.gov/Reuse/Grants/LGAssist/Grantee.htm>) to download the following forms:

- **General Checklist of Business Permits, Licenses and Filings:** (CIWMB 669). **This form must be submitted with Application.** If awarded a grant Grantee must update this form as appropriate.

The following forms are for use by the Grantees only:

- **Reliable Contractor Declaration:** (CIWMB 168) **Prior to authorizing contractor to start work**, the Grantee must provide a declaration signed under penalty of perjury by the Grantee's contractor(s), stating that within the preceding three (3) years, none of the events listed in Section 17050 of Title 14, California Code of Regulations, Natural Resources, Division 7, had occurred with respect to the contractor(s)/subcontractor.
- **Grant Expenditure Summary:** (CIWMB 667-Reuse) Each Payment Request must include a detailed listing of the grant funds requested and matching contributions being expended.
- **Personnel Expenditure Summary:** (CIWMB 165) This form is to be completed for reimbursement for staff/volunteer time. This form requires an individual task number (example: Task 3.2) and costs associated with this specific task, as reflected in the Budget.
- **Travel Log Form:** (CIWMB 246) Use this form if requesting reimbursement for travel expenses or documenting matching contribution for travel.
- **Recycled-Content Certification Form:** (CIWMB 74G-Reuse) This form must be included whenever requesting grant funds.

REPORTING PROCESS

Grantees are required to report on the progress of their Grant on a bi-annual basis. The Final Report is due on April 29, 2011. Detailed reporting information is included in the Procedures & Requirements of the Grant Agreement.

PAYMENT REQUEST PROCESS/TEN PERCENT WITHHOLD

Eligible costs are authorized for reimbursement upon the CIWMB Grant Manager's approval of the Payment Request, and, if required, the accompanying Progress/Final Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Failure to submit these documents by the deadline specified in the Procedures & Requirements or failure to receive CIWMB Grant Manager's approval of these documents by April 29, 2011, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures & Requirements of the Grant Agreement.

Ten percent (10%) of each approved Payment Request amount will be retained by CIWMB until the CIWMB Grant Manager approves the Final Report, the Final Payment Request and all required

supporting documentation. Failure to submit these documents by the deadline specified in the Procedures & Requirements or failure to receive CIWMB Grant Manager's approval of these documents by April 29, 2011, may result in the nonpayment of this withhold.

GRANT AGREEMENT PROVISIONS; INCLUDING AUDIT REQUIREMENTS AND WAIVER OF PERSONAL JURISDICTION

As with all Grant Agreement provisions, the following provisions are non-negotiable. Submittal of an Application constitutes acceptance of the provisions.

- **Audit/Records Access.** The Grantee agrees that CIWMB, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three years after final payment or the end of the Grant term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.
- **Waiver of Personal Jurisdiction:** Should CIWMB seek reimbursement of costs paid to a Grantee as a result of an audit finding, the Grantee hereby waives any jurisdictional defenses and expressly waives tribal sovereign immunity as a defense to any action in any court of the State of California for the recovery of such funds.

REQUIRED DOCUMENTS, INFORMATION, EXAMPLES, AND FORMS

RESOLUTION INFORMATION

Required of Applicants that are subject to a governing body, e.g., Board of Supervisors, City Council, Board of Directors.

The Grant Application requires the submittal of an approved Resolution, dated and attested to/certified, which

- Authorizes the submittal of the Application:
 - for all CIWMB grants for which Applicant is eligible; or
 - for this Grant and other specifically identified CIWMB Grants; or
 - for only this Grant; and
 - identifies the job title of the person authorized to execute applications, agreements, amendments, requests for payment and all grant documents necessary to secure grant funds and implement the approved Grant Project (Signature Authority).
- Authorizes the Signature Authority to delegate this authority (*not required but encouraged*).
- Authorizes application submittal and Signature Authority for a period up to five (5) years from the date of adoption.

A copy of the authorizing Resolution is a required Application document; however, if Applicant needs additional time to obtain the Resolution, it may be submitted later but it must be received by CIWMB by **September 23, 2008**, otherwise the Application will be disqualified.

The following Resolution is for example purposes only. Please consult with your attorney to determine the Resolution language most appropriate for your Application. Other examples are available online.

<http://www.ciwmb.ca.gov/Grants/ResExample.htm>

RESOLUTION EXAMPLE

WHEREAS, Public Resources Code sections 40000 et seq. authorize the California Integrated Waste Management Board (CIWMB) to administer various Grant Programs in furtherance of the State of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CIWMB is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, Grant Application procedures require an Applicant's governing body to authorize by resolution its approval for submittal of the Grant Application(s) identified below, and the designation by job title of the individual authorized to execute all Grant documents on behalf of **(Name of Applicant)**; and

WHEREAS, if awarded, **(Name of Applicant)** will enter into a Grant Agreement with CIWMB for implementation of said Grant(s).

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of application(s) to CIWMB for all grants for which **(Name of Applicant)** is eligible;

BE IT FURTHER RESOLVED that this authorization is effective for **(Insert Time Period: from Month, Day, Year through Month, Day, Year)** (*time period not to exceed five (5) years*);

BE IT FURTHER RESOLVED that the **(Job Title)**, or his/her designee is hereby authorized and empowered to execute in the name of the **(Name of Applicant)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project.

LETTER OF COMMITMENT INFORMATION

In the rare instance where a Reuse Applicant is not subject to a governing body the following Letter must be used. This Letter is not acceptable for Applicants who are subject to a governing body and if used in lieu of a required resolution will result in disqualification. Please do not use this Letter unless approved by your attorney.

If an Applicant is not subject to a governing body, the Grant Application requires the submittal of a Letter of Commitment, dated, and on the Applicant's letterhead. The letter must be signed by a person with authority to contractually bind the Applicant; and it must contain the following:

- authorizes submittal of the Reuse Assistance Grant Application on behalf of Applicant; and
- designates the job title of the person authorized to execute all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority); and
- authorizes the Signature Authority to delegate this authority (*not required but encouraged*).

The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for your Application.

LETTER OF COMMITMENT EXAMPLE

I am (job title) of (name of Applicant). I am authorized to contractually bind (name of Applicant). Pursuant to this authority, I hereby 1) authorize the submittal of an Application for the Reuse Assistance Grant; 2) authorize (job title) as our Signature Authority to execute all grant documents necessary to secure grant funds and implement the approved grant project; documents include, but are not limited to, applications, agreements, amendments and requests for payment; and, 3) authorize our Signature Authority to delegate this authority. The following information more specifically identifies our Signature Authority:

Name & Job Title
Mailing Address
City, State, Zip Code
Telephone Number

LETTER OF AUTHORIZATION FOR DELEGATION INFORMATION

A "Letter of Authorization" is required if the designated Signature Authority has the authority and wishes to delegate his/her authority to sign grant documents in his/her absence. This letter to CIWMB is not an Application requirement; however, it is required prior to the designee's exercise of his/her authority. The letter must be on the Applicant's letterhead, dated, and signed by the Signature Authority. The letter must:

- identify the job title of the designee; and
- identify the scope of the designee's authority.

The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for your entity.

LETTER OF AUTHORIZATION --EXAMPLE

I am the designated Signature Authority for (name of Applicant/Grantee). I am authorized to execute on behalf of (name of Applicant/Grantee) all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved Grant Project. I am authorized to delegate this authority. Accordingly, I hereby delegate this authority to the (Job Title of designee), who is specifically identified below.

Name & Job Title
Mailing Address
City, State, Zip Code
Telephone Number.

LETTER OF PARTNERSHIP

For Applications proposing a partnership grant project, a “Letter of Partnership” is required from the Partner. The letter must be on the Partner(s)’ letterhead, dated, and signed by a person with authority to contractually bind the Partner (Partner Signature Authority) and the Letter must:

- state that the Partner Signature Authority has read the Application and that **(name of Partner)** is committed to participating in the grant project; and
- authorize the Applicant to submit a Reuse Assistance Grant on **(name of Partner)** behalf as a partner in the proposed grant project; and
- identify the Applicant as the Grant Lead for all purposes including, but not limited to, execution of all grant documents necessary to secure grant funds and implement the approved grant project; and
- acknowledge that **(name of Partner)** is subject to the following audit provision:
 - Audit/Records Access. The Bureau of State Audits or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Grant Agreement. The Grantee and Partner(s) agree to maintain such records for possible audit for a minimum of three years after final payment or the end of the Grant term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee and Partner(s) agree to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. **[Failure to include this provision will result in disqualification of the Application.]**

The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for your entity. Note: the above requirements must be stated in the Letter of Partnership.

LETTER OF PARTNERSHIP

I am **(job title)** of **(name of Partner)**. I am authorized to contractually bind **(name of Partner)**. Pursuant to this authority, I have read the Reuse Assistance Grant Application with which this letter is submitted and am familiar with its contents and the project described therein. I hereby 1) authorize **(name of Applicant)** to submit a Reuse Assistance Grant application on **(name of Partner’s)** behalf as a partner in the proposed grant project; and if awarded the grant, **(name of Partner)** recognizes **(Name of Applicant)** as the Grant Lead for all purposes including, but not limited to, execution of all grant documents necessary to secure grant funds and implementation of the approved grant project. Further I acknowledge that if **(name of Applicant)** receives a grant, **(name of Partner)** is subject to audit as it relates to the performance of the Grant, specifically:

- Audit/Records Access. The Bureau of State Audits or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee and Partner(s) agree to maintain such records for possible audit for a minimum of three years after final payment or the end of the Grant term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee and Partner(s) agree to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.

Job Title

Name

Mailing Address

City, State, Zip

Phone Number

RECYCLED-CONTENT PURCHASING POLICY (RCPP) INFORMATION AND ENVIRONMENTALLY PREFERABLE PURCHASES & PRACTICES POLICY (EPPP) INFORMATION AND EXAMPLE

Scoring criterion #7, *Evidence of Recycled-Content Purchasing Policy* is worth 15 points; see *Scoring Criteria section*. This criterion is scored in three areas: 1) the past or future adoption of a RCPP or EPPP Policy; 2) the submittal of the policy document with the Application; or certification and submittal of the Notification of adoption of a policy; and 3) Applicant's environmentally preferable purchases and practices as shown in the RCPP/EPPP Policy Evaluation form, which is provided in the Application.

Applicants, who do not have a formally adopted RCPP or EPPP Policy in place when they submit their Application, may still qualify for these scoring points if they certify in their Application that they will adopt one and when adopted send the Adoption Notification Form to CIWMB for receipt no later than September 23, 2008, *see RCPP EPPP Policy—Notification* below for additional information. The following example is provided for Applicants who do not currently have a policy or who want to update their existing policy.

The following EPPP Policy is for example purposes only.

EPPP POLICY-- EXAMPLE

ENVIRONMENTALLY PREFERABLE PURCHASES

The **(Applicant name)** provides that all departments shall, whenever possible, use recycled products and recycled materials to meet their needs. This policy is enacted to demonstrate compliance with the Waste Management Reduction Act and foster market development for recycled products.

PURCHASE POLICIES

- A. All **(Applicant name)** departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- B. All **(Applicant name)** departments may, at their option and with purchasing concurrence, require procurement of designated recycled products or recycled products above the levels required by this policy.
- C. The **(Applicant name)** shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- D. The **(Applicant name)** shall promote the use of recycled products by publicizing its procurement policy whenever practicable.

PURCHASE RESPONSIBILITIES OF RECYCLED PRODUCTS AND MATERIALS COORDINATOR

The **(title of person responsible)** shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all **(Applicant name)** departments whenever practicable and will develop the mechanism for maintenance, additions, and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available. Specifications of these new products and their suggested uses will be made available to all **(Applicant name)** departments. The **(title of person responsible)** will also work with all departments to establish minimum recycled content standards for designated recycled products to maximize recycled product availability, recycled content, and competition. The **(title of person responsible)** will also be responsible for annual policy review.

ENVIRONMENTALLY PREFERABLE PRACTICES

The **(Applicant name)** will act to make resource conservation an integral part of its waste reduction and recycling programs. The practice of discarding materials used in the **(Applicant name)** facilities is wasteful of natural resources, energy, and money.

PRACTICE POLICIES

1. The **(Applicant name)** will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
2. The **(Applicant name)** will decrease the amount of waste of consumable materials by: a) reducing the

consumption of consumable materials wherever possible; b) fully utilizing all materials prior to disposal; and c) minimizing the use of non-biodegradable products wherever possible.

3. The **(Applicant name)** will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for recovering waste and recycling develop within the **(Applicant name)** will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The **(Applicant name)** will purchase, where financially viable, recycled products. The **(Applicant name)** will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
5. Representatives of the **(Applicant name)** will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and national levels.

RECYCLED-CONTENT PURCHASING POLICY (RCCP) OR ENVIRONMENTALLY PREFERABLE PURCHASES & PRACTICES POLICY (EPPP POLICY) SECONDARY DEADLINE NOTIFICATION (Example)

Applicants, who do not have an EPPP Policy in place when they submit their Application, may certify in their Application that they will adopt one and will send the Notification (below) to the CIWMB. CIWMB must receive the Notification by **September, 23, 2008**, or the Application will be disqualified.

APPLICANT INFORMATION		
GRANT PROGRAM NAME: REUSE ASSISTANCE GRANT PROGRAM, Fiscal Year 2008/2009		
APPLICANT NAME: City of Sunshine		
PRIMARY CONTACT NAME: Mee Cook		TITLE: Recycling Coordinator
TELEPHONE NUMBER: (123) 456-7890		FAX NUMBER: (123) 456-7891
EMAIL ADDRESS: mcook@sunshine.ca.us		
Check box		
<input checked="" type="checkbox"/>	Yes, our organization has adopted a RCCP or an EPPP Policy.	
	DATE ADOPTED: 12/12/2007	BY: (e.g., GOVERNING BODY NAME, EXECUTIVE OFFICER) City Council of Sunshine
<i>Certification: I declare, under penalty of perjury, under the laws of the State of California, that the above information is true and accurate to the best of my knowledge.</i>		
X		
<i>Signature Authority - as authorized in Resolution or Letter of Commitment; or Authorized Designee - as authorized in submitted Letter of Authorization</i>		<i>Date</i>
Ann Dish		City Manager
<i>Print Name</i>		<i>Print Title</i>

IMPORTANT! Notification sent by U.S. Postal Service or a commercial delivery service should be sent in a manner that allows for tracking by the sender and that provides for verification of delivery. Failure to do so is at the risk of the Applicant and if delivery is delayed or the Notification is lost by the Post Office or delivery service, the burden is on the Applicant to demonstrate timely delivery and receipt by CIWMB of Notification.

Submit notification to:

California Integrated Waste Management Board
(Reuse Assistance Grant Program) – EPPP
Grants and Loans Resources Branch, 9th Floor
1001 “I” Street
P.O. Box 4025
Sacramento, CA 95812-4025

WORK PLAN INFORMATION & EXAMPLE (Criterion #3 - 5 points)

INSTRUCTIONS FOR COMPLETING THE WORK PLAN FORM

The Work Plan must list all activities described in the Application that are necessary to complete the proposed project.

1. Use the Work Plan Form provided in the Application to set out your Work Plan. **The format must be followed.** Adjust the information to fit your project. More or less tasks may be needed for your proposed project.
2. Number and describe the proposed activities to be undertaken, whether the activity will be completed by jurisdiction staff, partner staff (if applicable) or a contractor, and the start and ending dates for the activity.

Work Plan (Example)

Task Number	Task Description	Responsible Person (Staff or Contractor include name and title)	Timeframe (month/year - month/year)
Task 1	Secure contract with California Conservation Corps.	Sonny Day, Manger, City of Sunshine	12/1/08 to 1/16/09
Task 2	Coordinate photo shoots for reuse information card, ads and billboards.	Sonny Day, Manger City of Sunshine	12/4/08 to 1/8/09
Task 3.1	Compile lists of people pulling permits within last year from building departments of 11 jurisdictions.	Sonny Day, Manger City of Sunshine	12/6/08 to 3/5/09
Task 3.2	Develop database for direct mail piece.	Sonny Day, Manger City of Sunshine	12/6/08 to 3/5/09
Task 4.1	Reserve billboard space.	Sonny Day, Manger City of Sunshine	12/6/08
Task 4.2	Design ad for billboard.	Sonny Day, Manger City of Sunshine	12/6/08
Task 5	Design promotional reuse information card.	Sonny Day, Manger City of Sunshine	12/8/08 to 1/30/09
Task 6	Order phone book ads for 2001 phone book.	Sonny Day, Manger City of Sunshine	12/11/08
Task 7	Design imprint for business card files.	Sonny Day, Manger City of Sunshine	12/14/08 to 12/28/08
Task 8	Produce photos for reuse information cards, ads and billboards.	Susan Moon, SS1, It's Fun	12/25/08 to 1/8/09
Task 9	Purchase billboard.	Sonny Day, Manger City of Sunshine	12/31/08
Task 10	Purchase business card files.	Sonny Day, Manger City of Sunshine	1/1/09 to 2/13/09
Task 11.1	Research reusable Construction and Demolition material type categories and weights.	Sonny Day, Manger City of Sunshine	1/1/09 to 1/22/09
Task 11.2	Compile information into categories for data entry and for eventual diversion calculation.	Sonny Day, Manger City of Sunshine	1/1/09 to 1/22/09
Task 12	Design direct mail envelope.	Sonny Day, Manger City of Sunshine	1/16/09 to 1/31/09
Task 13	Design business cards.	Sonny Day, Manger City of Sunshine	1/16/09 to 1/31/09
Task 14	Design newspaper ads.	Sonny Day, Manger City of Sunshine	1/18/09 to 2/5/09
Task 15	Assist in computer program development for	Sonny Day, Manger City	1/22/09 to 2/9/09

	tracking jurisdiction of origin of donated materials and material type.	of Sunshine	
Task 16	Purchase display ads to begin running February 12, 2010.	Sonny Day, Manger City of Sunshine	1/22/09 to 2/9/09
Task 17.1	Print promotional reuse information cards and business cards.	Susan Moon, SS1, It's Fun	2/1/09 to 2/14/09
Task 17.2	Print direct mail envelopes.	Susan Moon, SS1, It's Fun	2/1/09 to 2/14/09
Task 18	Prepare related articles for Materials Exchange catalogs and trade journals; press releases.	Sonny Day, Manger City of Sunshine	2/5/09 to 11/23/09
Task 19	CCC begins work.	Susan Moon, SS1, It's Fun	2/12/09 to 11/23/09
Task 20	Track of CCC collections.	Sonny Day, Manger City of Sunshine	2/12/09 to 11/23/10
Task 21	Response to campaign generated calls.	Sonny Day, Manger City of Sunshine	2/12/10 to 11/23/10
Task 22	Stuff business card files with business cards.	Sonny Day, Manger City of Sunshine	2/12/10 to 11/23/10
Task 23	Stuff direct mail envelopes.	Sonny Day, Manger City of Sunshine	3/2/10 to 3/9/10
Task 24	Mail direct mail package.	Sonny Day, Manger City of Sunshine	3/12/10
Task 25	Distribute reuse information cards.	Sonny Day, Manger City of Sunshine	3/26/10 to 11/23/10
Task 26	Schedule and give presentations to contractors groups and other trade associations.	Sonny Day, Manger City of Sunshine	3/26/10 to 11/23/10
Task 27	Call contractors pulling permits for one-on-one education.	Sonny Day, Manger City of Sunshine	6/4/10 to 11/23/10
Task 28	Submit final report to CIWMB.	Sonny Day, Manger City of Sunshine	12/3/10

BUDGET ITEMIZATION FORM (Criterion #5 – 5 points)

INSTRUCTIONS FOR COMPLETING THE BUDGET ITEMIZATION FORM

- Use the Budget Itemization Form provided in the Application to detail your budget. **The format must be followed.** The budget must include the grant request and the matching contribution for the project. Matching funds must be fifty percent (50%) to or more than the grant funds requested.
- The budget must be highly detailed to determine that the proposed expenses are reasonable. The budget must break down each individual cost for the entire project into very specific cost categories. All costs must add up correctly.
- All tasks identified in the Work Plan and Proposal Narrative must be itemized in the budget, whether or not a cost is associated with a task. All budget items listed in this proposal must be reflected in the Work Plan Form.
- Each task in the Work Plan must be itemized and matched up with each task in the budget. (For example, Task 1 in the Work Plan must match up with Task 1 in the budget. The budget for Task 1 must itemize the costs for everything associated with Task 1 in the Work Plan).
- Budgeted items for indirect and overhead costs are limited to 5% and must be fully described and justified.
- Refer to the Eligible and Ineligible Project Costs sections of this application instruction package to determine eligible and ineligible costs and limitations.
- Provide recent quotes and estimates for **all** costs and indicate on each quote/estimate which budget item the quotes and estimates belong to. Attach these quotes.
- For work done outside of the local public agency, attach at least three (3) estimates. For work to be done by the agency, attach the cost estimate from the Department performing the work (e.g., 20 staff hours @ \$50/hour).
- Provide specific details for equipment, services, and supplies requested.
- Describe how the project is cost effective.

The following is an example Budget Itemization Form. Use the table format shown but adjust the information to fit your project. More or less pages may be needed for your proposed project.

Budget Itemization Form
(Example)

Task Number	Item	Rate	Units	Hours	Grant \$	Match \$	Total \$
Task 6	Purchase yellow pages ads.	\$278.40 (1/2 page ad)	2		\$556.80		\$556.80
Task 8	Professional photos (4) for ads, brochures, etc.	\$850.00	4		\$3,400.00		\$3,400.00
Task 9	Purchase billboard.	\$6,500.00	1		\$6,500.00		\$6,500.00
Task 10	Promotional item: Business Card File.	\$3.07	2,500		\$7,675.00		\$7,675.00
Task 16	Display ads.	\$443.38	30		\$13,301.40		\$13,301.40
Task 17.1	Printing Reuse Program business card.	\$364.65 (per 1 unit of 5,000) (including tax)	1		\$364.65		\$364.65
Task 17.2	Envelopes and printing.	\$245.87 (per 1 unit of 2,500) (including tax)	2,500		\$245.87		\$245.87
Task 19	Two California Conservation Corps staff for pickups of material.	\$24.00		400	\$9,600.00		\$9,600.00
Task 1	Development of contract with California Conservation Corps.	\$74.81 (Manager)		24		\$1,795.44	\$1,795.44
Task 2	Coordinate photo shoot.	\$66.22		24		\$1,589.28	\$1,589.28

		(Admin.)					
Task 3.1	Compilation of lists of contractors pulling building/demolition permits from 11 jurisdictions in the county in the last year.	\$74.81 (Manager)		35		\$2,618.35	\$2,618.35
Task 3.2	Create lean database for direct mail piece.	\$66.22 (Admin.)		12		\$794.64	\$794.64
Tasks 4.1 and 4.2	Billboard ad design and coordination.	\$74.81 (Manager)		14		\$1,047.34	\$1,047.34
Task 5	Design reuse information card.	\$74.81 (Manager)		40		\$2,992.40	\$2,992.40
Task 7	Design business card file.	\$74.81 (Manager)		5		\$374.05	\$374.05
Task 11.1	Research reusable Construction & Demolition material type weights.	\$74.81 (Manager)		49		\$3,244.78	\$3,244.78
Task 11.2	Compile information into categories for calculating diversion.	\$74.81 (Manager)		50		\$3,740.50	\$3,740.50
Task 12	Design envelope.	\$74.81 (Manager)		6		\$448.86	\$448.86
Task 13	Design Reuse Program business card.	\$74.81 (Manager)		3		\$224.43	\$224.43
Task 14	Design newspaper ads.	\$74.81 (Manager)		40		\$2,992.40	\$2,992.40
Task 15	Assist with upgrading of Reuse Program computer system for tracking jurisdiction and material type.	\$74.81 (Manager)		10		\$748.10	\$748.10
Task 18	Prepare related articles for Materials Exchange catalogs & trade journals; press releases.	\$0.00				\$0.00	\$0.00
Task 20	Reuse program staff tracking of CCC collections, tracking where donors learned about Reuse Program, data entry of material types, addresses and weights.	\$10.00 (Student Assistant)		290		\$2,900.00	\$2,900.00
Task 21	Staff time to respond to calls from articles.	\$66.22 (Admin.)		49		\$3,665.69	\$3,665.69
Task 22	Stuff business card files with Reuse Program business cards.	\$10.00 (Student Assistant)	24			\$240.00	\$240.00
Task 23	Stuff envelopes with business card file and literature.	\$45.71 (Analyst)		24		\$1,097.04	\$1,097.04
Task 24	Mailing direct mail package to 2,500 contractors, stores, etc.	\$0.38	2,500			\$950.00	\$950.00
Task 25	Countertop display (40+) distribution and restocking.	\$66.22 (Admin.)		40		\$2,648.80	\$2,648.80
Task 26	Schedule and attend contractors' meetings.	\$74.81 (Manager)		50		\$3,740.50	\$3,740.50
Task 27	One-on-one calls to contractors pulling permits to educate about Reuse Program option.	\$66.22 (Admin.)		96		\$6,357.12	\$6,357.12
Task 28	Submit final report to CIWMB	\$0.00				\$0.00	\$0.00
Total Project Cost						\$41,648.72	\$43,791.31
						\$85,440.03	